

Zen Zone Policies, Rules, Regulations, and Procedures

These guidelines are designed to ensure the safe, comfortable, and respectful use of the Zen Zone and its amenities. All users are expected to adhere to these policies. Users of the Zen Zone agree to the following rules and guidelines and do not hold Pueblo Community College (PCC) or any part of the Zen Zone liable for any injury, etc.

I. Access and Usage:

- **Eligibility:** The Zen Zone is available to faculty, staff, and students at Pueblo Community College.
- **Hours of Operation:** The Zen Zone is open Monday through Friday from 8:00 am-5:00 pm with the last reservation at 4:30 pm. Access outside these hours requires prior authorization. The Zen Zone is not available on weekends or designated college breaks.
- **Sign-Up/Reservation:** Reservations must be made online at:
<https://outlook.office365.com/book/TheZenZoneBooking@cccs.onmicrosoft.com/>
- **Time Limit:** Usage is limited to 30 minutes per person per day, unless otherwise authorized.
- **Safety, usage, procedures** located in white binder in the cabinet above the sink in the Zen Zone.
- **Guest Policy:** Guests are not permitted in the Zen Zone unless authorized prior.
- Please make sure whatever is turned on is turned off prior to leaving.
- Email any concerns, damage issues, etc. to: pcczenzone@gmail.com

II. Room Usage Guidelines:

- **Cleanliness:** Users are responsible for maintaining the cleanliness of the room, including, but not limited to:
 - Dispose of trash in designated receptacles.
 - Place any used laundry items (e.g. pillowcases) in laundry hamper provided.
 - Clean any used items with appropriate provided products.
 - Leave the room as you found it.
 - No bare feet or shoes permitted. Zen Zone users must wear socks.
- **Quiet Environment:** Maintain a quiet and respectful atmosphere. Refrain from using cell phones inside the room. Set phones to silent or vibrate.
- **Food and Drink:** Food and drinks are not permitted in the Zen Zone. Zen Zone users may bring in water bottles to fill up with ice. Candy provided is for enjoyment in the room only. Be aware of any food allergies you may have. Dispose of wrappers in trash can.

- **Personal Belongings:** Store personal belongings in designated areas. The facility is not responsible for lost or stolen items.
- **Aromatherapy:** Use aromatherapy oils responsibly. Be mindful of sensitivities others may have. Oils have a common starting point of 3-5 drops per 100ml of water in a diffuser. Avoid contact with skin, eyes, and do not ingest. Be aware of medical conditions and/or allergies and consult with a doctor prior to use.
- **iPads:** Use code 198425 to access. All content must be appropriate. If you wish to have a different/new app, please contact pcczenzone@gmail.com to review for approval. Users are not permitted to download content. Please ensure iPads are charged (see middle upper cabinet for chargers in basket). Clean only with approved electronic-safe wipes/microfiber cloth. Check with a medical provider prior if necessary to using apps with light, motion, etc.
- **Sound Machine:** Use the sound machine at a reasonable volume, respecting the preferences of other users. There are noise reducing ear plugs available.
- **Wooden wall art:** gently grab both inside and outside rings together and slowly turn clockwise multiple times. Gently release and the rings will move on own. Do not grab any gears/metal inside or behind structure.
- **Lighting:** Utilize the adjustable lighting to create a relaxing environment. Remember to turn off lights when leaving. Be aware of any sensitivities to lights. Eye masks available in room.
- **Weighted Items:** Use approximately 10% of body weight and consider your own comfort and preferences. Be sure you can remove blanket/weighted item as needed. Consult your healthcare provider if you have any underlying medical conditions, such as respiratory issues, low blood pressure, claustrophobia, etc.
- **Massage Chair:**
 - Read the instructions/safety/guidelines for the massage chair before use. These can be found in the black box in the cabinet above the sink in the Zen Zone.
 - Do not use the massage chair if you have any medical conditions that may be aggravated by its use (e.g., recent surgery, back problems, pregnancy). Consult with your doctor if you have any concerns.
 - Only use designated cleaning products/cloth specifically made for the chair.
 - Report any malfunctions or damage to the massage chair to pcczenzone@gmail.com.
- **Ice Packs:** Return used ice packs to the freezer after use. Do not apply ice packs directly to bare skin; wrap them in a pillowcase; check skin and use more than one pillowcase if necessary. Use for no more than 15-20 minutes at a time. Wipe down with appropriate cleaning products provided and return to freezer after use. Dispose of pillowcases in laundry hamper provided in room.

- Reusable snap hot packs: Locate the metal disc inside the pack. Firmly flex it back and forth between your fingers until you feel it "click." You'll see the liquid start to crystallize, and the pack will begin to warm up. You can place in pillowcase if too warm. The heat lasts 30-60 minutes. Do not warm up in microwave; this can cause the pack to be damaged and even explode. Avoid prolonged skin contact. If any leaks occur, please discard. After using, please wipe down with appropriate cleaning product and leave on counter for staff to safely reactivate.

III. Safety and Health:

- Medical Conditions: Individuals with pre-existing medical conditions should consult with their physician before using the Zen Zone and its amenities, especially the massage chair and aromatherapy.
- Emergency Procedures: Follow PCC protocols.
- Allergies: Be aware of potential allergens in the aromatherapy oils and candies.
- Cleanliness and Hygiene: Maintain personal hygiene when using the room.

IV. Prohibited Activities:

- Smoking, vaping, or use of illegal substances.
- Use of the Zen Zone for any purpose other than relaxation and wellness.
- Disruptive or inappropriate behavior.
- Damage to equipment or property.
- Removal of any items from the Zen Zone unless approved prior.

V. Enforcement:

- Violation of these policies may result in loss of access to the Zen Zone and/or disciplinary action.

VI. Feedback:

- Users are encouraged to provide feedback/concerns on the Zen Zone and these policies or any needs for other sensory strategies (e.g. therapy ball, trampoline, etc.) to pcczenzone@gmail.com.

VII. Policy Updates:

These policies are subject to change.

Disclaimer: These policies are intended to provide guidelines for the use of the Zen Zone. They do not constitute medical advice. Please ask questions if unsure of use of any piece of equipment or item in the Zen Zone. Users are responsible for their own safety and well-being.